



Regina Roman Catholic Separate School Division # 81

Students 9100 <hr/> Admission of Students to the Regina Catholic School Division	Administrative Application	
	Effective:	December 18, 2018
	References:	The Education Act, 1995, Sec. 85 (f)(l), (m), (n); 142, 145 Administrative Application 9101 – Admission of Students in Elementary Schools Out of Attendance Area School Request Application Form Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) exists to provide a Catholic education for children of parents who are members of the Roman Catholic Church. Catholic parents include guardians, legal custodians and parents intending to become Catholic.

1. Parents residing in the City of Regina and desiring admission of their children into a Catholic school must meet one (1) of the following criteria:
 - a. Be baptized in a Catholic Rite of the Roman Catholic Church or be officially enrolled as a Catechumen in a Catholic parish.
 - b. Be baptized in the Christian Tradition and be able to satisfy the Director, or designate, that the primary motive for gaining admission is the preference for the Catholic atmosphere and formation unique to the Catholic school and be willing to complete the necessary documentation indicating their acceptance of the Catholic formation and atmosphere of the school.
 - c. Be a member of a recognized world religion, which is not designated Christian, with the same conditions as (b) above.
2. Notwithstanding the above, *the Act* provides the right for parents, irrespective of religious faith, residing in a city where a public and separate school division have been established, to enrol their children in a high school of either school division, provided a declaration of intention is given in writing (to the school board of the appropriate school division) before June 1st in any year to be effective for the next school year.
3. Only parents who meet the provisions of *the Act* or the criteria stated above will be allowed to enrol their children in a school within the jurisdiction of the school division.

Application

Communication with all parents who are registering children for the first time is extremely important. It must be emphasized that the school is a supplement to the parents as first educators in the faith and that the school needs their continuous and conscientious cooperation to propagate the Spiritual and Catholic way of life.



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1. Registration of Children of Catholic Parents

- a. At registration time the parents/guardians are asked to produce a Baptismal certificate for the child to be enrolled. A copy of the Baptismal certificate and birth certificate will be filed in the child's Cumulative Record.
- b. If the child has not been baptized, the parents are asked to contact their parish priest to discuss the situation with him. The principal remains in contact with the parish priest during the school year and monitors the development of the child's situation.

2. Registration of Children of Non-Catholic Parents

- a. The school division accepts only those who are sincerely interested in benefiting from the teachings of the Church and who want to experience the spiritual formation offered by the Catholic school.
- b. In the spirit of *Truth and Reconciliation*, we recognize Indigenous families in their request for admission to a Regina Catholic School and their intent to receive Catholic faith formation in our faith-based environment.
- c. Non-Catholic parents of Non-Catholic children are allowed to register their children in a Catholic school in accordance with the parameters outlined *Administrative Application 9101 Admission of Students in Elementary Schools*.
- d. If the principal is in doubt concerning admission of a child, the principal may refer the parents to the respective parish priest for an interview. After this interview, the parish priest completes and forwards the "Pastor's Reference" form to the principal. However, it remains the responsibility of the principal to make the decision with respect to the admission of the child(ren) to the school.

3. Reporting Non-Catholic Student Applications

Principals will complete and forward the "Admission of Non-Catholic Student" form to the Superintendent of Educational Services on September 30 and February 28 of each school year.



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Out of Attendance Area School Request Application Form

Parents requesting that their child attends an out of attendance area who either resides within the city of Regina or Catholic families that reside outside the city of Regina are asked to complete this form. The completed form should be submitted to the Principal of the requested school who then submits it to the respective Senior Administrator.

School Year – 20__ - ____

Name of Student: _____ Date of Birth: _____ Grade: _____

Address of Student (Primary Residence): _____

Name of Parent or Guardian: _____

Baptized Catholic: Parent Yes No Student Yes No

Mailing Address: _____ Postal Code: _____

Phone Numbers: Home: _____ Work: _____ Cell: _____

Designated Attendance Area School: _____

Requested School: _____

Reason for Request: _____

Date: _____ Signature of Parent or Guardian: _____

- Note:**
- 1) Transportation will not be provided to students outside of the requested school attendance area and is the responsibility of the parent/guardian.
 - 2) Your child is following requirements of the Education Act, including attending regularly and following behavior expectations.
 - 3) The school has adequate classroom space to accommodate your request.
 - 4) A childcare plan for “Before and After School” must be put in place. Additional supervision will not be provided.
 - 5) The Out of Attendance Area School Request will be reviewed yearly.

Date: _____ Superintendent Approval: _____